

RESIDENTIAL BASEMENT FINISHES (1,2 AND 3 FAMILY DWELLINGS)

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

I. **WHEN IS A BUILDING PERMIT REQUIRED FOR A RESIDENTIAL BASEMENT FINISH?**

Permits are required for all partial or full residential basement finishes.

II. **WHAT CODES/REGULATIONS ARE APPLICABLE?**

All work must be performed in accordance with the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *National Electric Code*, and all other applicable laws and ordinances.

Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township Zoning Administrator)	(513) 946-4501
Hamilton County Board of Health (if private sewage)	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer (or other)	(513) 946-4250
Inspection Bureau, Inc. (N.E.C.)	(513) 381-6080
Cincinnati Water Works (if city water)	(513) 591-7859

III. **HOW DO I OBTAIN A PERMIT?**

NOTE: The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit three copies of building plans with approved site plans attached to each for review to the Hamilton County Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. A non-refundable plan processing fee must be paid at the time of application. Contact a Building Department Permit Specialist for details prior to submitting.

NOTE: Filing of application for a building permit does not constitute permission to begin the work.

An acceptable set of plans shall include the following:

A. **Building Plans:** Drawn to a uniform scale showing:

1. An index of the documents with all sheet numbers indicated. All submitted sheets should identify the project address and the names and addresses of the property owner, the contractor, and the person who prepared the drawings.
2. A foundation/basement plan showing the outline of the foundation walls with complete dimensions. Show all beam and column locations, floor drain location, mechanical equipment locations, and all other foundation features and items to be located in the basement.
3. The finished floor plan should identify all room names (or uses) and be fully dimensioned. Show door and hallway dimensions, wall thickness, stud size spacing, window and door locations, sizes and smoke detector locations.
4. Cross sections and wall sections (for all walls, not just one "typical"), noting stud size and spacing, vapor barrier, insulation, partition anchorage, fire-stops, etc.
5. Show existing stair information: headroom (6'-8"min.), tread and riser dimensions, handrail size, shape and mounting height, half-wall/guardrail height, baluster spacing.

Railings must conform to the following specifications: Handrail 34"-38", Guardrails 34"-38"(measured vertically above the stair tread nosing). Guardrails may not allow a 4" diameter object to pass through. All handrail ends must be returned to a wall or end at a post or other safety terminal. Handrail cross-sectional diameter - 2 1/4" maximum.

6. Battery powered smoke detectors throughout existing home: in each sleeping room, outside each separate sleeping area, and minimum of one on every level of home.
7. Show the spacing and size of wall studs and furring strips. Indicate the use of pressure treated lumber where it is in contact with concrete (furring, sleepers, plates, etc.).
8. Provide complete wall section of both perimeter and interior walls. Note heights, ceiling and wall finishes, fire-stops, plate anchors, insulation (R-13), vapor barriers etc.
9. Dimension all rooms, hallways and spaces. Show minimum 36" hallways, archways, cased openings, etc. Note the height and width of all doors.
10. Moisture resistant gypsum wall board is required on all walls surrounding shower and tub areas.
11. Spaces beneath stairways which are enclosed and accessible must be covered with ½" drywall.
12. Show natural light in habitable rooms. The total glazing area of all windows and doors in habitable rooms must be 8% of the room's floor area. If natural light is not available indicate that artificial light will be provided per Section R303.1.
13. Show natural ventilation in habitable rooms. The total openable area of all windows and doors in habitable rooms must be 4% of the room's floor area. If natural ventilation is not available indicate that mechanical ventilation will be provided per Section 303.1.
14. Show toilet, bath and shower room exhaust fans. All exhaust fans must be vented to the exterior of the home.
15. Indicate the Btu input rating of all gas fired equipment. Combustion air ducts must be run to the furnace, water heater, etc. Show the duct sizes to each unit. The duct size (square inches) = unit input rating (Btu's) x 0.0005.

B. Additional Requirements

1. Obtain a copy of Examiner's Checklist and personally verify all required information is on the plans.

IV. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the permit is ready and the balance of the permit fee that may be due.

V. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the approved plans, the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *National Electric Code*, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within six months of the issue date.

VI. **INSPECTIONS REQUIRED (24 hour minimum notice)**

Hamilton County Department of Building Inspections (513) 946-3780

1. Framing Inspection
2. Insulation Inspection
3. Final Inspection

Inspection Bureau, Inc. (513) 381-6080

Hamilton County Board of Health (plumbing and/or private sewage) (513) 946-7800